

90-700.01. INTRODUCTION TO THE EMPLOYABLE PROGRAM

A. General

This section introduces the GR Employable Program.

B. Policy

In accordance with the ADA, the GR Program has three components, which are:

- Employable
- Incapacitated
- Interim Assistance.

All applicants will be presumed to be able-bodied unless verification to the contrary is presented. When verification to the contrary is presented a determination as to if the individual is an Employable with Limitations or an Incapacitated individual must be made.

C. Sub-Components

The table below shows the sub-components of the Employable component.

Term	Definition
Able-Bodied (AB)	All individuals are presumed AB unless medical verification is provided to confirm otherwise. This sub-component includes individuals determined “employable with restrictions” in the GREE process.
Unemployable (UE)	<p>An individual with limitations is a person who:</p> <ul style="list-style-type: none">• has a physical or mental impairment that substantially limits one or more major life activities;• has a record of such an impairment; or• is regarded as having such an impairment. <p>Individuals who are identified as “unemployable” shall be subject to the UE requirements.</p>

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D. Purpose

The purpose of the GR Employable Program is to provide emergency financial assistance to eligible Employable applicants who are temporarily out of work. The goal of this program is to direct the applicant toward available employment in an effort to end dependence on GR. In order to achieve this goal, job search activities, Work Projects, and/or training programs shall be required during each month.

E. Certification Periods

AB applicants who are determined eligible, shall be certified for a maximum of three full months. UE applicants shall be certified for a maximum of six months. The certification period shall continue, without reapplication, so long as the recipient continues to cooperate each month and remains eligible. A Monthly Eligibility Report (CW 7), which will be reviewed by the Granted worker, is required for AB recipients. UE recipients will report quarterly using the QR 7. AB cases shall be converted to UE status (without reapplication) for the balance of the certification period when verification of the period of UE is provided.

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F. Standard Aid Payment Cycle – Intake

The initial aid payment for eligible GR Employable applicants on the standard aid payment cycle shall be issued by EBT after the applicant agrees to complete the Employable Program requirements.

The amount of this aid payment will be the prorated grant for the month if the beginning date of aid is not the first of the month.

Subsequent aid payments will continue to be issued by mail whenever possible.

G. Modified Aid Payment Cycle – Intake

The initial aid payment for eligible GR Employable applicants on MAPC shall be issued by EBT after the applicant completes the MAPC Work Test (first 24 hours of the Work Project assignment).

The amount of this initial aid payment will be the prorated grant for the month if eligibility does not begin on the first of the month.

Subsequent aid payments will be issued by EBT.

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H. Granted Aid for the month will be issued by EBT for MAPC and non-MAPC recipients. These payments will be issued so that they are received on the first through the third of each month depending on case number.

I. Definitions The table below shows the definitions of terms used throughout this chapter.

Term	Definition
Month	<p>In determining time limited eligibility, a month is defined as any of the twelve divisions of a calendar year in which the recipient receives or is eligible to receive benefits for the entire month. A month in which the recipient would have been eligible to receive benefits but did not receive the benefits due to application of a sanction is considered a month for the purposes of time limits.</p> <p>If the beginning date of aid is other than the first of the month it would not be considered a month for this purpose. For example:</p> <ul style="list-style-type: none">• A person applies for GR and is determined eligible for AB on January 12. To determine time limits, the first month of aid will be February, since January is a partial month and February is the first full month of assistance.• A person is determined eligible on February 1. To determine time limits, the first month of aid is February, since it is the first full month of assistance.
Time Limits	<p>Time limits are made up of two components:</p> <ul style="list-style-type: none">• the three month Period of Eligibility; and• the Twelve Month Period. <p>Both of these components apply only to AB GR assistance. Time limits do not apply to UE, IP or IAP applicants/recipients.</p> <p>Note: The Needs Exceeds Basic Need Rate review and follow-up does not apply to AB unless the case converts to UE, IP or IAP.</p>

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Definitions (continued)

Term	Definition
Period of Eligibility (POE)	The POE under time limits is receipt of GR employable assistance for no more than three months in any twelve month period. Job Skills Sessions or Job Training must be made available to the applicant/recipient before the POE can begin. The POE does not have to be a consecutive month period. As defined above, the POE will always begin on the first calendar day of a month.
Twelve Month Period (TMP)	A TMP is defined as twelve consecutive calendar months. Once established, the TMP does not change for reasons such as case closing or transfer between the AB and UE/IP/IAP. However, the TMP may be affected due to sanctions. The beginning of the TMP is the month in which the time limits clock starts. For example: <ul style="list-style-type: none">• AB aid is granted on January 15, 2007 and an offer of Job Skills or Job Training was made at the same time. The TMP will be February 2007 through January 2008.• AB aid is granted on April 1, 2007 and an offer of Job Skills or Job Training was made at the same time. The TMP will be April 2007 through March 2008.• IAP is granted on January 1, 2007. SSI is denied on May 5, 2007 and the person is determined eligible to AB on May 18, 2007 and is offered Job Skills at the same time. The TMP will be June 2007 through May 2008.
Job Skills Session (JSS)	JSS provides lessons on how to obtain employment and will be provided by Adult and Employment Services staff. For example, sessions may include interviewing techniques, appropriate dress and hygiene, resume writing, employment contacts, how to get job leads, and where to look for jobs.
Job Training (JT)	JT is participation in a work activity. Work Project (WP) is considered JT. Approved JT alternatives, such as Regional Occupational Programs (ROP), Department of Rehabilitation, and adult continuing educations may be substituted for JT.
JT Period (JTP)	The JTP is the number of hours determined by dividing the net grant by the state or federal minimum wage , whichever is higher, during a calendar month on an approved JT activity. Excused absences do not count towards the meeting the JTP and must be replaced with additional work hours or JS.

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Work Days	A work day is defined as eight hours of JT activity. Each completed work day (or a combination of JT work hours and additional job searches) is multiplied by the federal or state minimum wage, whichever is higher during the period worked, to determine the amount of the grant that has been repaid.
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